

Assets for Independence Application Electronic Submission Tip Sheet

1. Go to www.grants.gov.
2. Go to <http://www.grants.gov/assets/OrganizationRegCheck.pdf> to review the **Organization Registration Checklist**, which provides guidance about important registration requirements. The registration process is a **one-time** process, which is **required** before representatives of an organization can submit grant application packages electronically through Grants.gov. The registration process can take **three to five** days depending on your organization.
3. Click on "**Apply for Grants**" on the right column of the home page.
4. Click on "**Apply Step 1: Download a Grant Application Package**"
5. To locate the AFI grant, enter the **CFDA Number**: 93.602 and the **Funding Opportunity Number**: HHS-2005-ACF-OCS-EI-0053. (You do not need to enter the Funding Opportunity Competition ID.)
6. Click on the "**Download Package**" Box. This will take you to the AFI application section.
7. Please also review the Instructions page before completing the application for important information about application requirements. To do this, click the "**Download Instructions**" link. Scroll to the bottom of the screen that appears and click on the "**Download Application Instructions**" link.
8. **Note:** First, you must download the **PureEdge Viewer** if you have not already in order to open the application file. Click on this link to install the Viewer on your computer: <http://www.grants.gov/DownloadViewer>. This process only takes a few minutes to install.
9. You are now ready to download the AFI Application. To do this, click the "**Download Application**" link. Scroll to the bottom of the screen that appears and click on the "**Download Application Package**" link.
10. You may save the Instructions and Application files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.
11. Review and follow instructions provided in the **Apply Steps Two through Four** for how to complete, submit, and track your application.

***If you have any further questions, please contact the
AFI Program at (202) 401-4626 or at AFIProgram@acf.hhs.gov.***